



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 672.3

Job Title: **KENNEL MASTER**

Pay Grade: 22

GENERAL SUMMARY:

Supervises kennel staff and schedules routine kennel operations.

RESPONSIBILITIES:

- Supervises section, schedules and reviews work, trains and evaluates employees.
- Schedules work assignments of kennel personnel.
- Schedules routine maintenance.
- Prepares orders for equipment and supplies.
- Maintains records on overtime, holiday scheduling and other personnel actions.
- Available, at all times, for emergency situations involving the kennel.
- Prepares reports on kennel operations for supervisor.

SPECIFICATIONS:

KNOWLEDGE:

Specialized training in principles, procedures, practices, routines or techniques in a specific area or trade which might normally be acquired through up to eighteen months of education or training beyond the high school level. Must undergo a rabies immunization series prior to beginning employment.

EXPERIENCE:

Four years of experience in the care and handling of animals are required.

Certification: Must have and maintain State of Texas Animal Control Officer basic certification.

COMPLEXITY:

Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions such as hirings, terminations, and pay changes of non-supervisory personnel.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be listed in the above job description.

JOB FAMILY:

Kennel Attendant
Senior Kennel Attendant
Kennel Master

Effective: October 1990

Revised: August 1991